

# STATE CONTINUING EDUCATION CLOCK HOURS RETRIEVAL REQUEST

## **MISSING SCECHs**

If you are a K-12 school district employee or a Michigan Department of Education certified/licensed educator with State Continuing Education Credit Hours (SCECHs) that are not posted on the Michigan Online Educator Certification System (MOECS) Professional Learning System screen. Please provide all of the information below and return the form via Email, Fax, or USPS.

If you know the SCECHs you are missing, please attach a list including the name of the program, sponsor, and the program date.

**PIC:** \_\_\_\_\_

**School District where employed:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Name: First** \_\_\_\_\_ **MI** \_\_\_\_\_ **Last** \_\_\_\_\_

**Maiden/Aliases:** \_\_\_\_\_

**Current Email:** \_\_\_\_\_

**Other Emails:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

## **TRANSCRIPT REQUEST**

If you have SCECHs in the Secure Central Registry but do not qualify for a MOECS account a transcript can be issued to you.

**NOTE:** Transcripts will be sent to the current email provided below.

**Name: First** \_\_\_\_\_ **MI** \_\_\_\_\_ **Last** \_\_\_\_\_

**Maiden/Aliases:** \_\_\_\_\_

**Current Email:** \_\_\_\_\_

**Other Emails:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Return to:**

**Email:** [MOECSsupport@michigan.gov](mailto:MOECSsupport@michigan.gov)

**Fax:** 517-373-0542

**Mail:** Michigan Department of Education  
Office of Professional Preparation Services  
PO Box 30008  
Lansing, MI 48909

